

ACCOUNTS CLERK AC4

Public notice is hereby given by Parma Civil Service Commission of an open competitive exam for the position of Accounts Clerk AC4 for Parma City School District.

FILING OF APPLICATION

Application must be made on the regular application form obtainable at the office of the Civil Service Commission, 6611 Ridge Road, Parma, Ohio (lower level, Parma City Hall). Application must be properly completed and returned by 4:30 p.m., Monday, May 9. **There is a \$15 non-refundable fee to take the written exam. Fee is due upon filing application (payable in cash or money order written to the City of Parma – NO PERSONAL CHECK). Fee will be waived with proof of financial hardship.**

EXAMINATION

TIME: 5 p.m., Tuesday, May 10
PLACE: Parma Memorial Hall, 6617 Ridge Road, Parma, Ohio 44129 (red brick building)
TYPE: General knowledge questions pertaining to mathematical computations, public relations, bank reconciliation, filing, invoices and payroll. A passing point of 70 percent will be used on the written exam. Applicant must pass the written exam to be placed on the eligible list for the Accounts Clerk AC4.

MINIMUM QUALIFICATIONS FOR ENTRANCE TO EXAMINATION

EXPERIENCE: Two (2) years' experience in bookkeeping (to include payroll) or related experience. Must be able to type statistical reports. Must be able to operate standard office equipment, including calculator, with speed and accuracy.
CITIZENSHIP: Must be U.S. citizen or be in the United States legally.
SECURITY: Job offer conditional upon passing Bureau of Criminal Investigation background check.
SALARY: \$30,334, after completion of 75 working days probation \$31,224.

VETERANS on entrance exams who present certificate of service or honorable discharge papers when filing their applications shall receive 20 percent of their score additional, provided they earn a passing score.

According to O.A.P.S.E. contract Article 6.5, Parma School Board present employees who pass Civil Service tests shall be placed on a Preferred Eligible List for the tests for which they passed.

Reasonable accommodation is available to all applicants. Applicants with disabilities who need to be accommodated should contact the Civil Service Commission Office.

By order of the Parma Civil Service Commission
Timothy Boyko, Chairman
Daniel Hoffman
An Equal Opportunity Employer